



## **JOB DESCRIPTION**

Title: **SENIOR LEVEL ACCOUNTANT**  
Department: Administrative Services/Finance  
Class Code: 5040  
FLSA Status: Non-Exempt  
Effective Date: January 29, 2009  
Grade Number: 21

### **GENERAL PURPOSE**

Under the general direction and supervision of the Finance Director, performs a variety of professional accounting work.

### **EXAMPLE OF DUTIES**

- \*-- Supervises and trains beginning level Accountants and Accounting Technicians; assists the Finance Director in the evaluation of/or evaluates the Accounting Technicians as determined by the Finance Director.
- \*-- Assists in developing and implementing new accounting techniques and systems or in modifying existing methods and procedures.
- \*-- Maintains and balances accounts against other accounting records; prepares monthly financial reports for various city departments and other special reports and financial statements; makes adjusting entries as required.
- \*-- Uses HTE Budget module to maintain and prepare budget reports; performs budget duties as assigned.
- \*-- Prepares monthly and quarterly reports and requests for reimbursement from state and federal agencies.
- \*-- Prepares charts, graphs, and other visual aids to help interpret financial data for nonfinancial personnel.
- \*-- Performs accounting functions for one or more departments; makes final accounting of cash funds, vouchers, encumbrances and related accounting matters; reconciles the bank accounts of the City; handles credit card charge backs and deposit corrections.
- \*-- Allocates interest on city held investments and records interest revenue.

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- \*-- Reconciles account balances and prepares schedules for independent auditors in their performance of annual audit; answers questions; locates materials; explains procedures and policies as requested.
- \*-- Performs as webmaster for finance and customer service.
- \*-- Reconciles perpetual inventory to general ledgers for annual inventory and adjusts general ledgers appropriately as required.
- \*-- Performs all functions related to fixed assets; identify, tag, inventory, input into the computer, depreciate, and prepare necessary reports for financial statements.
- \*-- Reviews purchase requisitions for accuracy; reviews check requests and purchase requisitions; compares expenditures with budget appropriations, as assigned.
- \*-- Reviews and closes HTE work orders; assists other departments with work orders as needed.
- \*-- Maintains City's unclaimed property.
- \*-- Responsible for initiating and maintaining records in the event of an extreme emergency or disaster.
- \*-- Performs accounting record keeping function for DEA-Metro Narcotics Task Force.
- Performs related duties as required.

## MINIMUM QUALIFICATIONS

### Education and Experience

- Bachelor Degree in Accounting or closely related area and four years accounting experience or any equivalent combination of education and experience.

### Special Requirements

- Must be bondable

### Necessary Knowledge, Skills and Abilities

- Working knowledge of principles and procedures of accounting and general accounting process; working knowledge of modern office methods, procedures, and equipment.

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- Skill in making detailed, accurate mathematical calculations.
- Ability to apply modern accounting principles and procedures in a government setting; ability to keep complex financial records and to prepare routine financial reports; ability to communicate effectively verbally and in writing; ability to create effective working relationships with employees, other departments, and the public.

**TOOLS & EQUIPMENT USED**

- Personal computer, including spreadsheet and word processing software; central financial computer system, telephone; 10-key calculator; copy machine.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.